



Massachusetts Department of Environmental Protection
Bureau of Air and Waste – Stage I Vapor Recovery Program

Stage I Form D1

MassDEP Facility Account # _____

Alternate Annual In-Use Compliance Certification

(No In-Use Compliance Testing Required)

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



DEP USE ONLY
/ /
Date Postmarked

A. Stage I System Documentation

1. Stage I System Location

Name of Facility Where the Stage I System is Installed

Facility Address

City/Town

MA
State

Zip Code

2. Stage I System Responsible Official #1 (point of contact for Stage I related correspondence)

Name of Stage I System Responsible Official #1

Phone Number

Mailing Address

City/Town

State

Zip Code

Email Address

3. Stage I System Responsible Official #2 (fill out only if applicable)

Name of Stage I System Responsible Official #2

Phone Number

Name of Company or Facility

Mailing Address

City/Town

State

Zip Code

Email Address

4. Annual Stage I System Compliance Fee Billing Documentation:

Name of Dept., Division, etc, otherwise leave blank. Please do **not** indicate contact name.

Phone Number

Name of Company (Corp., Co., Inc., LLC, etc.)

Mailing Address

City/Town

State

Zip Code

5. Has any Stage I system documentation provided in A. 1– 4 above changed from that currently on record in MassDEP's Stage I database? ☐ Yes ☐ No

If **YES**, please indicate any changes above.

6. Please check the box below identifying the amount of gasoline dispensed at this facility (gallons/annually):

☐ Less than 120,000

☐ 120,000 to 240,000

☐ 240,001 to 500,000

☐ 500,001 to 1,200,000

☐ 1,200,001 to 2,000,000

☐ Greater than 2,000,000



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B. In-Use Compliance Testing and Submittal Requirements

1. **NO** Stage I in-use compliance testing is required for submittal of this certification.
2. **Compliance Certification Submittal Due Date:** For this certification form to be submitted on time, the envelope used to mail it to MassDEP must be postmark-dated on or before the facility's annual in-use compliance certification due date.

Section C. to be
completed by the
Stage I System
Responsible
Official(s) only.

C. Stage I System Responsible Official Compliance Certification

1. Stage I System Operation & Maintenance, Training, and Weekly Inspections

- a. Have you operated and maintained the Stage I system in accordance with the applicable CARB Executive Orders or manufacturers' guidance for your Stage I system?

☐ Yes ☐ No

If **NO**, CARB Orders are available at: <http://www.arb.ca.gov/vapor/eo.htm>

Stage I System Responsible Official attesting to compliance status ☐ #1 ☐ #2

- b. Have you followed **MassDEP's Stage I Weekly Inspection & Compliance Guidance Manual**?

☐ Yes ☐ No

If **NO**, Guidance Manuals are available at:

<http://www.mass.gov/eea/agencies/massdep/air/programs/stage-ii-vapor-recovery.html>

MassDEP's Stage I Weekly Inspection & Compliance Guidance Manual provides guidance and training for conducting the required visual inspections.

Stage I System Responsible Official attesting to compliance status ☐ #1 ☐ #2

- c. Are **all persons** conducting visual inspections **trained** to operate and maintain the Stage I system in accordance with the manufacturers' guidance? ☐ Yes ☐ No

Stage I System Responsible Official attesting to compliance status ☐ #1 ☐ #2

- d. Have you **visually inspected** the Stage I system once every **seven** days?

☐ Yes ☐ No

Stage I System Responsible Official attesting to compliance status ☐ #1 ☐ #2



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C. Stage I System Responsible Official Compliance Certification (cont)

Section C. to be
completed by the
Stage I System
Responsible
Official(s) only.

- e. As a result of the **visual inspections** did you find any Stage I system components incorrectly installed, non-functioning or broken? ☐ Yes ☐ No

If **YES**, did you:

1. Immediately repair or replace the components with CARB Enhanced Vapor Recovery (EVR) components (except coaxial components and slip-on spill buckets may be non-EVR) and install them in accordance with applicable Executive Orders and manufacturers guidance; or
☐ Yes ☐ No
2. If repairs or replacements could not be made immediately, did you repair or replace the components within 30 days of the visual inspection date; or
☐ Yes ☐ No
3. If the components could not be repaired or replaced within 30 days of the visual inspection date, did you cease the transfer of motor vehicle fuel into the motor vehicle fuel storage tanks equipped with the incorrectly installed, non-functioning or broken components until the components were repaired or replaced?
☐ Yes ☐ No

Stage I System Responsible Official attesting to compliance status ☐ #1 ☐ #2

2. Stage I System Record Keeping

Are the following **records maintained on-site** in a centralized location in either hard copy or electronic format?

- a. All of the weekly inspection checklists for the prior rolling twelve-month period.
- b. A copy of the compliance testing company test results for compliance tests performed during the prior rolling twelve-month period.
- c. A copy of the Stage I system's most recent In-Use Compliance Certification or, if more recent, a copy of the Stage I system's Installation/Substantial Modification Certification.
- d. Training Log of all persons trained to perform visual inspections of the Stage I System.
☐ Yes ☐ No

Stage I System Responsible Official attesting to compliance status ☐ #1 ☐ #2



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C. Stage I System Responsible Official Compliance Certification (cont)

3. Compliance Status and Actions to Ensure Future Compliance

If you are **NOT** in compliance with any question you answered in Section C. above, please explain:

- a. the reason you are not in compliance;
- b. the actions you will take to correct the noncompliance and the date completed; and
- c. the actions you will take to avoid noncompliance in the future.

If more space is needed, please use additional pages as necessary.

4. Stage I System Responsible Official Compliance Certification Statement

I certify that **(a)** I have personally examined the foregoing and am familiar with the information contained in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment; **(b)** systems¹ to maintain compliance are in place at the facility and will be maintained for the coming year even if the processes or operating procedures are changed over the course of the year; and, **(c)** I am fully authorized to make this attestation on behalf of the facility.

Printed Name of Stage I Responsible Official #1	Signature of Stage I Responsible Official #1	Date
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Printed Name of Stage I Responsible Official #2	Signature of Stage I Responsible Official #2	Date
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¹ For purposes of this statement, "systems to maintain compliance" means procedures that the Stage I facility owner and/or operator has established to ensure that weekly visual inspections and required tests are conducted, that broken or defective components are repaired or replaced and that required records are maintained.